

INTERAGENCY FOREIGN SERVICE NATIONAL EMPLOYEE POSITION DESCRIPTION

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2)

1. POST US Embassy

Kampala

**2. AGENCY
CDC**

Centers for Disease Control and
Prevention

3a. POSITION NO.

TBD

3b. SUBJECT TO IDENTICAL POSITIONS? AGENCIES MAY SHOW THE NUMBER OF SUCH POSITIONS AUTHORIZED AND/OR ESTABLISHED AFTER THE "YES" BLOCK. ☐ Yes ☐ No

4. REASON FOR SUBMISSION

☐ a. Reclassification of duties: This position replaces

Position No. _____

(Title)

(Series)

(Grade)

☒ b. New Position

c. Other (explain)

5. CLASSIFICATION ACTION

Position Title and Series Code

Grade

Initials

Date
(mm-dd-yy)

a. Post Classification Authority

Public Health Specialist (Care and Support
Team Lead), FSN 550

12

b. Other

c. Proposed by Initiating Office

Public Health Specialist (Care and Support
Team Lead), FSN 550

6. POST TITLE POSITION (if different from official title)
Care and Support Specialist Team Lead

7. NAME OF EMPLOYEE**8. OFFICE/SECTION**

Centers for Disease Control & Prevention

a. First Subdivision
Program

b. Second Subdivision
Health Services

c. Third Subdivision

9. This is a complete and accurate description of the duties and responsibilities of my position.

10. This is a complete and accurate description of the duties and responsibilities of this position.

Typed Name and Signature of Employee

Date(mm-dd-yy)

Typed Name and Signature of Local Supervisor

Date(mm-dd-yy)

11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position.

12. I have satisfied myself that this is an accurate description of the position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards.

Typed Name and Signature of American Supervisor

Date(mm-dd-yy)

Typed Name and Signature of Human Resources Officer

Date(mm-dd-yy)

13. BASIC FUNCTION OF POSITION

Job holder is the senior HIV/AIDS Care and Support Public Health Specialist responsible for the implementation, coordination, monitoring and evaluation of assigned HIV care and support program activities and report compliance and administrative recordkeeping with the implementing partners to assure projects are conducted in accordance with the implementing agreement and that USG funds are appropriately utilized. Job holder is key public health technical advisor to the Health Services

Branch Chief. Job holder's duties include technical support, advice and guidance, day-to-day program and administrative management, and coordination and collaboration with colleagues of other agencies and public health entities that administer PEPFAR-funded programs in Uganda. The job requires public health technical knowledge, results-oriented analytical skills, advocacy, and constant and clear communication with implementing partners, non-governmental organizations (NGOs), and host country ministries responsible for public health programs. Job holder supervises two Care and Support Specialists and one TB Specialist.

14. MAJOR DUTIES AND RESPONSIBILITIES

100 % OF TIME

I. Program Management

(70%)

As an expert and advisor in public health, health education and health service research issues, job holder takes an active role in developing specific agency program goals and objectives for Care and Support (C&S) initiatives. Incumbent drafts memoranda, policy statements and proposals to introduce new initiatives and to recommend effective operations consistent with strategic objectives of the President's Emergency Plan for AIDS Relief (PEPFAR) and the agency's PEPFAR program in Uganda. The annual agency budget for HIV/AIDS Care and Support programs in Uganda in fiscal year 2013 is \$ 20 million.

Serves as a global health care and support technical liaison with implementing partners of assigned programs to achieve desired results as specified in the implementing grant, cooperating agreement or contract. The annual value of implementing grants, contracts or agreements for which job holder is directly responsible is \$ 20 million.

Job holder works closely with senior and mid-level host government ministry officials, Global Fund partners, international and non-governmental organizations to: a) coordinate outreach that raises awareness among civic and social organizations of HIV/AIDS issues and C&S programs available; and b) influence other collaborative organizations engaged in HIV/AIDS C&S programs to adopt appropriate strategies for their program activities.

As the Care and Support Team Lead Public Health Specialist for HIV C&S cooperative agreements or other implementing agreements, job holder oversees the public health technical aspects in development of the Scope of Work, Funding Opportunity Announcement, Request for Application, or Annual Program Statement and reviews applications, supplemental awards, and requests for extensions for activities under his/her purview.

Job holder provides technical direction for proposals that result in a grant, contract and/or cooperative agreement for care and support programs and working the grants office, ensures that most current C&S protocols are included in the signed grant, contract or cooperative agreement. Once the implementing agreement is in place, oversees performance of cooperating partners/contractors. Provides guidance and direction to grantees, program collaborators and contractors on management and implementation of care and support activities to ensure consistency with PEPFAR policies and guidance and host country policy regulations. Participates with partners in the development of work plans for implementation of activities following cooperative agreement awards.

Working closely with mid to senior-level host government staff, implementing partners, and agency and inter-agency colleagues, incumbent is required to follow closely care and support programs under his/her purview to ensure that the specific objectives are achieved and/or appropriate remedial activities are instituted when appropriate. In liaison with the Strategic Information Branch specialists, position develops program evaluation strategies, methodologies and indicators for monitoring HIV/AIDS care and support programs in accordance with standard guidelines and protocols. Position ensures and certifies that appropriate data management systems to monitor health objectives and indicators for HIV/AIDS C&S programs are in place and takes responsibility for the management of

these systems within C&S. Job holder monitors implementation activities and collaborates with each partner organization on a regular basis to ensure program results are achieved and all C&S programmatic activities and study protocols meet human subject requirements and pass through ethical review with the appropriate agency authority.

Job holder provides advice and recommendations to branch chief in interpreting data on health objectives and indicators related to specific HIV/AIDS C&S activities. Provides updated technical information to partners as appropriate.

Leads site assessments of C&S programs carried out by implementing partners. Meets with representatives of each organization to review progress. Documents program accomplishments, identifies potential issues such as inadequate medical facilities and/or staffing, and recommends changes in policy, program operations and resources levels to improve effectiveness. Prepares oral and written reports on the progress of assigned program activities for an audience that includes agency and post management, other agency PEPFAR officials. Reporting responsibilities are monthly, quarterly and annually.

II. Administrative Management

(15%)

As the team lead, incumbent is responsible for providing oversight and monitoring the budgets allocated to Care and Support implementing/cooperative agreement partners within the job holder's portfolio. This includes reviewing budget requests for appropriateness, monitoring use of funds for adherence to proposed activities; quarterly pipeline reviews/budget status reports, following up on irregular findings, providing advice for realignments of budgets, accruals.

Job holder oversees staff responsible for maintaining files and records in the C&S data collection specific to the activities/programs for which incumbent is responsible. Job holder is responsible for data integrity and security of information in the reporting databases that does or may relate to HIV/AIDS infection (particularly as related to named individuals). Program files include reports, meeting summaries and minutes, copies of all grants/cooperative agreements/contracts, research determinations, panels, and awards.

Prepares and presents briefings for visitors, and manages Care and Support staff responsible for making arrangements for visits. In coordination with the supervisor, controls site visits or segments of site visits for agency and inter-agency PEPFAR senior-level officials.

Exercises full supervisory responsibility for two Care and Support Program specialists and one TB Staff Specialist.

III. Interagency Coordination

(15%)

Job holder plays an integral role in agency and inter-agency technical working groups, policy and strategic planning meetings, including meetings with collaborators and donor agencies. Job holder will focus on non-duplication of services provided by USG agencies, cooperative partners and contractors and will share strategies to influence other organizations engaged in HIV/AIDS care and support programs to adopt a collaborative approach to program activities. Briefs agency officials on the results of such meetings and prepares written reports for submission to other interested parties.

Job holder serves as chair or rotating chair on inter-agency technical working groups to ensure effective coordination of work plan development, implementation strategies, and evaluation plans for all USG agency C&S activities in Uganda. Job holder serves on intra- and inter-branch and agency PEPFAR working groups and projects, frequently taking the project lead role. These projects are

generally short-term in nature and most often have to do with special requirements for VIP visits, special PEPFAR taskings, etc.

15. QUALIFICATIONS

A. Education: Completion of a PhD in Public Health, Medicine, Philosophy, epidemiology, behavioral or social science is required.

B. Prior Work Experience: Eight years mid to senior level public health experience in developing, implementing and evaluating HIV/AIDS Prevention or other public health or development assistance programs that involve coordination with an international agency or implementing partner is required. One additional year of experience at the managerial level with multiple staff is required.

C. Post Entry Training: Required ongoing post-hire training includes professional seminars focusing on maintaining professional competency and expanding knowledge of care and support protocols, program evaluation, PEPFAR and agency-specific training in approaches to program design, implementation and reporting and agency-specific leadership development training. Training required will be either online training or off-site training. Job holder must be willing to travel outside of country for training that may be required for this position.

D. Language Proficiency (level and specialization): Level IV (fluency – speaking/reading/writing) in English is required.

E. Job Knowledge: Detailed knowledge of current HIV/AIDS issues, care and support program design, implementation and evaluation is required. In-depth knowledge of HIV/AIDS prevention, care and treatment services, counselling and interventions, behavior change, testing, and treatment is required. Detailed knowledge of the host government health care system and structures including familiarity with MOH policies, program priorities and regulations is required. In-depth specialist knowledge of USG HIV/AIDS public health programs, strategies, methods, processes and techniques used to plan, develop, implement and evaluate results of care and support programs is required. Good working knowledge of team management techniques to plan, organize and direct multi-disciplinary activities is required. Good working knowledge of overall administrative requirements, budgeting and fiscal management in support of contracts/cooperative agreements/grants/purchase requisitions is required.

F. Skills and Abilities: Strong oral and written communications skills are required to develop and maintain effective, sustainable working relationships with national and international working partners. Ability to analyze, understand and discuss new program design, management and implementation approaches is required. Intermediate user level of word processing, spreadsheets and proprietary databases is required. Numerical skills for data analysis are required. Keyboarding skills that include speed and accuracy are required.

16. POSITION ELEMENTS

A. Supervision Received: Directly supervised by the Health Services Branch Chief.

B. Supervision Exercised: Position has direct supervisory responsibilities for one TB Specialist, and two Care and Support specialists.

C. Available Guidelines: Generally accepted HIV/AIDS international medical and ethical standards for care and support. PEPFAR guidelines and procedures from the Office of the Global AIDS Coordinator, the Country Operational Plan (COP), U.S. Government (including agency and PEPFAR) and Ministry of Health rules, regulations, and policies as appropriate.

D. Exercise of Judgment: Required to make independent and professional judgments on the quality and effectiveness of HIV/AIDS care and support assigned activities. Required to develop strategies for eliciting cooperation and commitment for implementation and evaluation activities from implementing partners of programs for which responsible.

E. Authority to Make Commitments: Position has no authority to make financial commitments; however, in the course of program management responsibilities position has limited authority to make non-contractual commitments related to project support and the provision of training and technical assistance.

F. Nature, Level and Purpose of Contacts: Regular internal lower- and mid to senior level contact with other agency PEPFAR counterparts and agency counterparts in complementing HIV/ADS programs to coordinate and standardize care and support programs that achieve results specified in PEPFAR strategic objectives. External contacts are with mid-to-senior program managers in the MOH, participating partners, NGOs and other program collaborators. Purpose is to support and develop the highest technical quality of HIV/AIDS care and support programs. Contacts also include professional program and clinical staff including physicians, nurses, laboratory technicians, NGO directors, supply chain managers, pharmacists, and other public health professionals for purposes of program evaluation.

G. Time Expected to Reach Full Performance Level: One year.